

Presented at Infinite Campus Interchange, Winter 2009

by Brad Blunt, KDE Project Manager

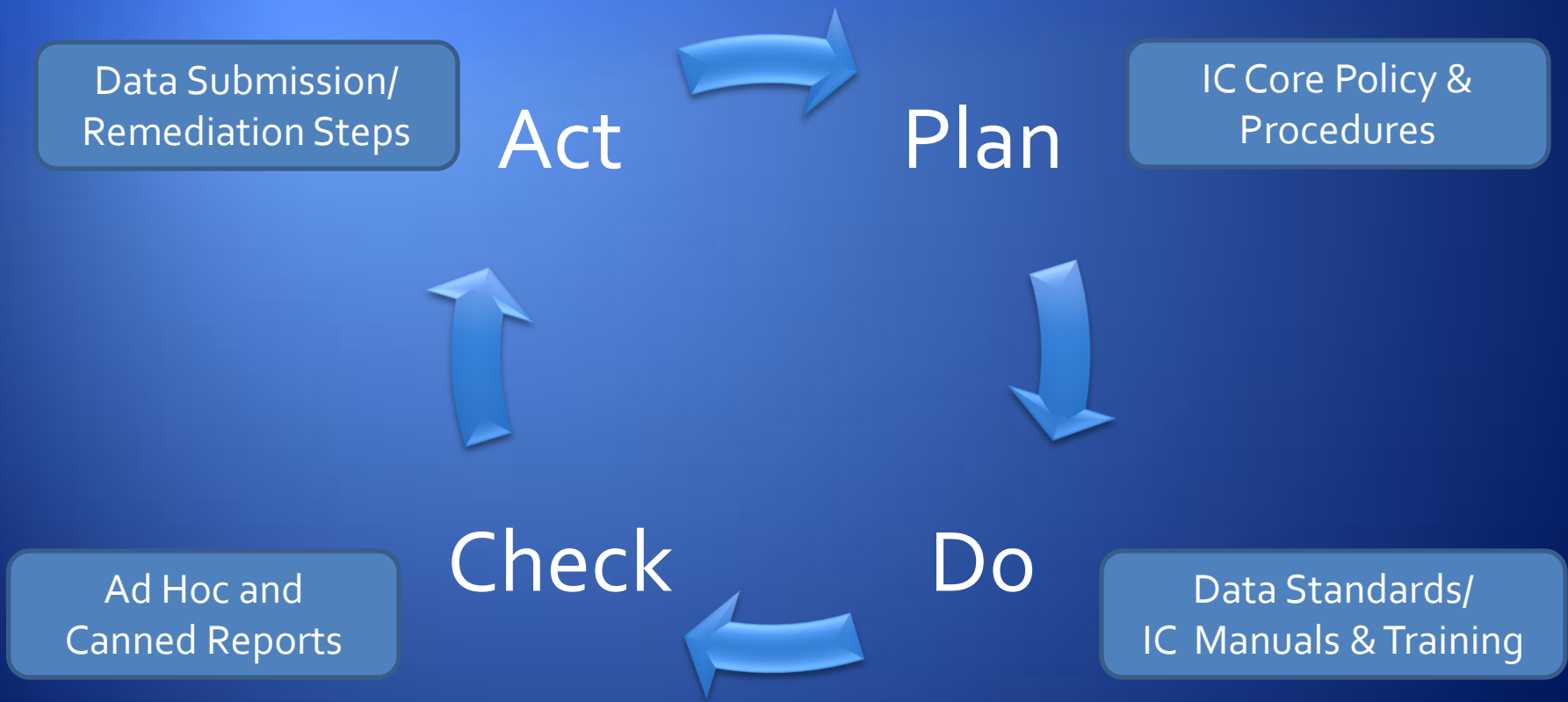
AD HOC REPORTING FOR DISTRICTS

Agenda

- ◆ Data Collection and Reporting
- ◆ Tools within Ad Hoc
- ◆ Useful Ad Hoc Reports
- ◆ Uses of Report Builder
- ◆ Quality Assurance
- ◆ Export Options
- ◆ Sharing Ad Hoc Reports
- ◆ Sources of Ad Hoc Reports

Quality Control

Deming's Quality Circle



Overview of Ad Hoc Report Tools

- ◆ Filter Designer
 - ◆ Obtain a report based on specific criteria
- ◆ Report Designer
 - ◆ Design a custom report
- ◆ Report Builder
 - ◆ Generate single student ad hoc reports
- ◆ Data Export
 - ◆ Export to Excel and Adobe Acrobat formats
- ◆ Cube Designer
 - ◆ Obtain student summary counts

Useful Operators

◆ LIKE

- ◆ Use with last name LIKE [F, G, H]% to pull all last names beginning with these letters

◆ IN

- ◆ Choose this for multiple entries: grade IN (04, 05, 06)

◆ NOT IN

- ◆ Exclude multiple entries: State ID NOT IN (123456, 999999)

◆ IS NULL

- ◆ Locates data fields with an empty value: SSN IS NULL

Homeroom Roster

- ◆ Homeroom is defined under Course tab
 - ◆ Homeroom checkbox
- ◆ Build an ad hoc to include the relevant fields – under Demographics choose the 'homeroomTeacher' field
- ◆ Develop a homeroom roster using the 'LIKE' operator
- ◆ Canned Report – Click on Section>Roster
 - ◆ Prints student name, contact information and gender counts

Homeroom Roster

- ◆ Attendance by Homeroom
 - ◆ Select Report Type 'Summary' and ADA Mode of 'Truancy'
 - ◆ Select a single date
 - ◆ Select the desired homeroom ad hoc from the dropdown list
 - ◆ Check 'State Exclude' as appropriate
- ◆ Must run each homeroom separately

Single Student

- ◆ Under Filter Designer, choose Selection Editor and then Student
- ◆ Choose a student from the list
- ◆ Use the single student ad hoc for:
 - ◆ Attendance Reconciliation
 - ◆ Generating a current Grade Report using the Activity Eligibility report
 - ◆ SAAR report (use Ctrl + spacebar to view the ad hoc feature)

Grades – Honor Roll

- ◆ Syntax of Honor Roll query

AND t.seq = **1**

Term number

INNER JOIN GradingTask k on k.name = '**Quarter Grade**'

Name of Grading Task

and (g.score like 'A%' OR g.score like 'P')

**Include all
passing grades**

Grades – Failing Grades Ad Hoc

- ◆ Use the 'LIKE' Operator with Value of "F" to locate failing grades
- ◆ Problems with Passing and <60
 - ◆ Passing checkbox unmarked
 - ◆ Passing grades shown as 0 for minimum pctg
 - ◆ Different grading scales (Weighted vs. Unweighted)

Grades – Failing Grades Ad Hoc

◆ Grades Report

- ◆ Locate students with at least one failing grade in the term and grading task specified.

◆ Activity Eligibility

- ◆ Find students who are failing their classes based on a posted score

Grades – Missing Posted Grades

- ◆ Locate teachers who have not posted grades using the Grades Report
- ◆ Select the desired term and grading task(s)
- ◆ Click on 'Show Available Scores'
 - ◆ Click on Missing Grades twice to only select this grading score

Grade Distribution Report

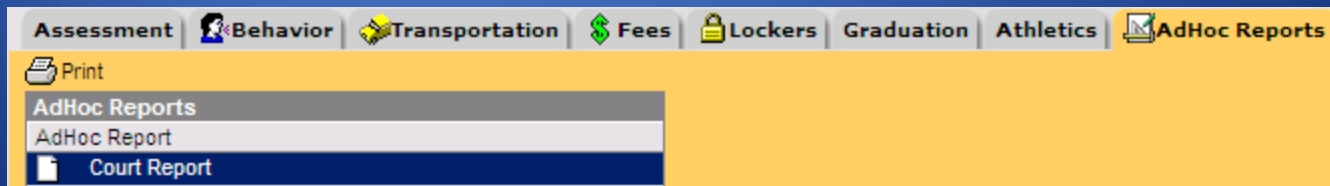
- ◆ Generate a grade distribution report using:
 - ◆ Cube Designer
 - ◆ View the excellent tutorial by Nikkol Bauer:
 - ◆ <http://web.henry.kyschools.us/ic/grade-distribution.html>
 - ◆ Excel Pivot Table
 - ◆ See documentation on the IC jump drive for more detailed information or view a recorded WebEx (instructions to view this are on the accompanying documentation)

T Code Reports

- ◆ Pass-through SQL queries must be run by school in order for them to correctly work
- ◆ Missing T Codes
 - ◆ Must have a T code for each enrollment record
- ◆ Overlapping T Codes
 - ◆ Check the enrollment records to properly end date the T code records
- ◆ Count of T Codes
 - ◆ Use an Excel pivot table to obtain T Code counts by exporting the ad hoc report to file type CSV

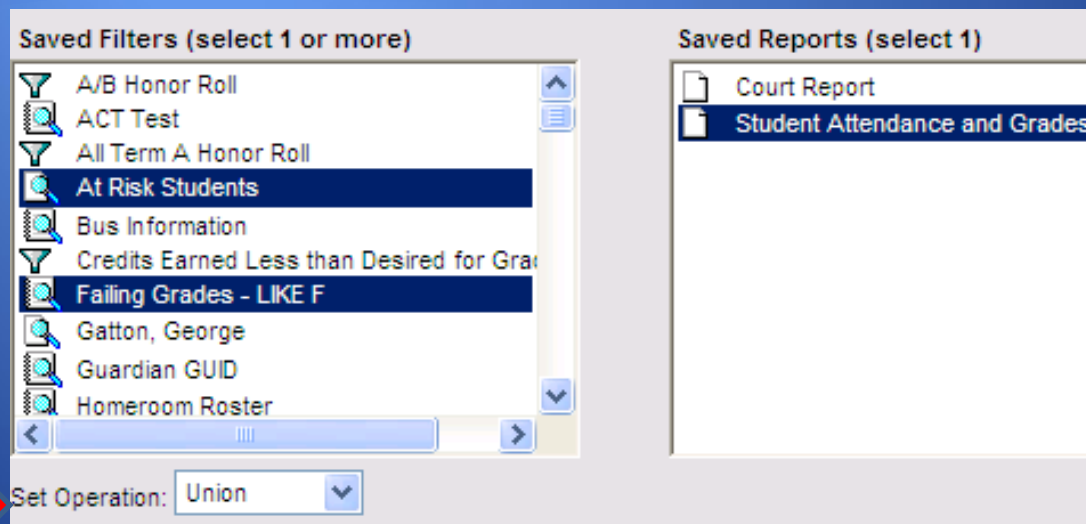
Report Builder - Court Report

- ◆ Summary report of grades, attendance and behavior are needed for truancy court
 - ◆ Build a report using Report Builder to obtain the needed information
 - ◆ *Optional:* Include SSN on report
- ◆ Print the report using the Ad Hoc Report tab under Student>General Information



Report Builder – Set Operations

- ◆ Union – Includes all results
- ◆ Intersection – Must meet both conditions to be included in result set



The screenshot displays the 'Report Builder' interface with two main panels. The left panel, titled 'Saved Filters (select 1 or more)', contains a list of filters: A/B Honor Roll, ACT Test, All Term A Honor Roll, At Risk Students (highlighted), Bus Information, Credits Earned Less than Desired for Grad, Failing Grades - LIKE F (highlighted), Gatton, George, Guardian GUID, and Homeroom Roster. The right panel, titled 'Saved Reports (select 1)', contains a list of reports: Court Report and Student Attendance and Grades (highlighted). At the bottom, a 'Set Operation' dropdown menu is set to 'Union'. A red arrow points to this dropdown menu.

Saved Filters (select 1 or more)

- A/B Honor Roll
- ACT Test
- All Term A Honor Roll
- At Risk Students
- Bus Information
- Credits Earned Less than Desired for Grad
- Failing Grades - LIKE F
- Gatton, George
- Guardian GUID
- Homeroom Roster

Saved Reports (select 1)

- Court Report
- Student Attendance and Grades

Set Operation: Union

Quality Assurance – State Reports

◆ External Review

- ◆ Cross check IC results against an external source
 - ◆ Example: verify home and hospital students against the paper copy to ensure all HH students are in a attendance group

◆ Internal Review

- ◆ Verify internal consistency amongst reports
 - ◆ Example: compare ADA/ADM in funding to SAAR report; use ad hoc reports (*e.g.*, HH ad hoc) to review subsets of the student population
- ◆ Utilize Excel to track trends and patterns

Data Export– SQL Pass-Through Queries

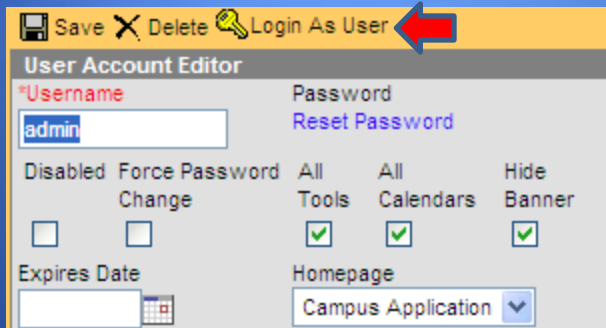
- ◆ Pass-through SQL queries can be viewed in Excel
 - ◆ Run the query by selecting 'Search'
 - ◆ In the Search window, right click and choose 'Select All'
 - ◆ Right click again and choose 'Copy'
 - ◆ ***Excel 2007:***
 - ◆ Home>Paste>Paste Special - Choose Text
 - ◆ Review>Text to Columns; Choose Delimited; Choose Space and Comma as the Delimiters; Click Finish
 - ◆ ***Excel 2003:***
 - ◆ Edit>Paste>Paste Special - Choose Text
 - ◆ Data>Text to Columns; Choose Delimited; Choose Space as and Comma as the Delimiters; Click Finish

Sharing Reports – Ad Hoc User Groups

- ◆ Ad hoc reports can be shared through the use of ad hoc user groups
- ◆ Rights can be given for read-only access to ad hocs
- ◆ The user account containing the ad hoc reports (*e.g.*, admin) must be a member of the user group in order to save reports
- ◆ Detailed instructions are in the ad hoc reports documentation on the IC jump drive

Ad Hoc Reports - Sources

- ◆ 'Admin' user account – contains ad hoc reports pushed down to districts from KDE to districts
 - ◆ Log in to IC ; Go to the Search tab; Search for user 'admin'



- ◆ 'kdeaudit' user account – location of attendance audit ad hoc reports. A [reference guide](#) is available.
- ◆ Create an ad hoc user group to share these ad hoc reports with other users

System Admin – Tool Rights

- ◆ Search for users associated with particular tool rights
 - ◆ Select 'Search' and then choose 'User'
 - ◆ Click on 'Advanced Search'



User Search

Username

Last Name

First Name

SSN

Type

☒ All People ☐ Student Accounts

☐ All Users ☐ Parent Accounts

☐ Staff Accounts

Rights Search

Tool Rights

Calendar Rights

Access R ☐ W ☐ A ☐ D ☐

Resources

- ◆ Customer Support Portal - Manuals
 - ◆ <http://support.infinitecampus.com>
- ◆ Infinite Campus University – *Free!* Training Sessions
 - ◆ <http://icu.infinitecampus.com/>
- ◆ ICU WebEx – Recorded WebEx Sessions
 - ◆ <https://icu.webex.com/>
- ◆ KDE– IC Data Standards
 - ◆ <http://www.education.ky.gov/KDE/Administrative+Resources/Data+and+Research/Student+Information+System/Data+Standards/>
- ◆ Brad Blunt (brad.blunt@education.ky.gov) or (502) 564-5279